



Court of Common Pleas
Division of Domestic Relations
800 Broadway
Cincinnati, Ohio 45202
(513) 946-9000

AMY L. SEARCY, Judge
JON H. SIEVE, Judge
SUSAN LAKER TOLBERT, Judge

Date: _____

Re: _____

Case No. _____

File No. _____

CSEA No. _____

Dear Counsel:

Your Shared Parenting Plan has been rejected for the reason(s) noted below:

- ☐ 1. There must be a specific allocation of parenting time, including holidays.
- ☐ 2. You must include a standard parenting order which is totally filled out and signed by the attorneys and parties, if the Plan refers to the standard order.
- ☐ 3. The worksheet must indicate that both parents are residential parents and legal custodians.
- ☐ 4. The worksheet must indicate which parent is the payor.
- ☐ 5. There must be a designation of child support to be paid. The child support order must be stated as an amount per month per child, with and without the processing charge.
- ☐ 6. A **signed** worksheet and Cash Medical Support Order must be attached even if by agreement no support is ordered.
- ☐ 7. If no support is ordered, or there is a deviation from the statutory schedule of support, the plan must recite **case specific** reasons why a deviation is in the best interest of the child(ren).
- ☐ 8. The Shared Parenting Plan does not include a statement that both parents have access to all records, school activities and daycare centers or, if that is not the case, a statement as to the amount of access that each is to have and why the access is not total.
- ☐ 9. Your Shared Parenting Plan does not contain provisions regarding: schooling, religious training, discipline, decision-making, transportation, mediation, tax exemption provisions, non-removal of child from jurisdiction, Notice of Relocation.
- ☐ 10. The Plan must set out who shall pay for mediation in the event that it becomes necessary and must reflect that there be at least three mediation sessions.
- ☐ 11. Each agreed Shared Parenting Plan must contain language to meet the statutory requirements regarding domestic violence, child abuse, etc.
- ☐ 12. Each agreed Shared Parenting Plan must contain the appropriate waivers of findings of fact and conclusions of law.
- ☐ 13. The Shared Parenting Plan must contain a statement as to the code section under which the Plan is filed.

- ☐ 14. The Plan does not indicate that both parents are residential parents without regard to where the child(ren) are physically located. There should be no reference to non-residential parent and visitation. All references to visitation should be termed parenting time or residency time.
- ☐ 15. The Plan does not include which parent has responsibility for ordinary non-emergency health care decisions.
- ☐ 16. The Plan does not contain approved language regarding the termination of support. An example of approved language is: Notwithstanding section 3109.01 of the Revised Code, the parental duty of support to children, including the duty of a parent to pay support pursuant to a child support order, shall continue beyond the age of majority as long as the child continuously attends on a full-time basis any recognized and accredited high school or a court-issued child support order provides that the duty of support continues beyond the age of majority. Except in cases in which a child support order requires the duty of support to continue for any period after the child reaches age nineteen, the order shall not remain in effect after the child reaches age nineteen. That duty of support shall continue during seasonal vacations.
- ☐ 17. The following language, which must be bold-faced and all in capital letters, must be included: **EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVERS' LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER. IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR A FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY CHILD SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECT TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS. IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVER'S LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.**
- ☐ 18. The following language must be included: **All support under this order shall be withheld or deducted from the income or assets of the obligor pursuant to a withholding or deduction notice or appropriate order issued in accordance with Chapters 3119, 3121, 3123, and 3125 of the Revised Code or a withdrawal directive issued pursuant to sections 3123.24 to 3123.38 of the Revised Code and shall be forwarded to the obligee in accordance with Chapters 3119, 3121, 3123 and 3125 of the Revised Code.**

In addition to the above required changes, please note that the forms set forth below must be presented with the final entry:

1. There must be a designation of the appropriate health care order to be issued with the Decree of Shared Parenting.
2. A Health Care Verification Form containing the policy number must be included.
3. A IV-D Application must be submitted.
4. A Data Form - CDR 4905 must be submitted.

Counsel should return a copy of this letter to the Magistrate when resubmitting the Plan.

If you have any questions, please feel free to call.

Sincerely,

Magistrate